

Department of Purchasing and Supply Management

12-03-Warehouse Operations

| Fund/Agency: 001/12 | Department of Purchasing and Supply Management | |
|---|--|---|
| Personnel Services | \$630,630 | CAPS Percentage of Agency Total 79.1% 20.9% ■ Warehouse Operations ■ All Other Agency CAPS |
| Operating Expenses | \$158,865 | |
| Recovered Costs | \$0 | |
| Capital Equipment | \$0 | |
| | | |
| Total CAPS Cost: | \$789,495 | |
| | | |
| Federal Revenue | \$0 | |
| State Revenue | \$0 | |
| User Fee Revenue | \$0 | |
| Other Revenue | \$0 | |
| | | |
| Total Revenue: | \$0 | |
| | | |
| Net CAPS Cost: | \$789,495 | |
| | | |
| Positions/SYE involved in the delivery of this CAPS | 16/16.5 | |

► CAPS Summary

The Central Warehouse serves as a central receiving and distribution point for consumable and non-consumable goods used throughout the County by a large number of County agencies. The Central Stores operation is staffed and supported by warehouse personnel funded through the General Fund, but the Central Stores inventory is funded through Fund 502, County Central Stores (addressed separately). The Central Warehouse also serves as a storage facility and distribution service for County agencies' consigned goods, for the County's electronic voting machines, and supplies and materials for the Office for Children's School Age Child Care Program (SACC). County Library books for new and renovated facilities are stored prior to being put into circulation. Books in the County Library system are picked-up, sorted, and redistributed throughout the system each day by warehouse personnel and vehicles. The Central Warehouse manages County property that is declared excess by an agency or surplus by the County and ensures its proper disposal; this includes redistribution, sale, or disposal.

Department of Purchasing and Supply Management

Operation of the Central Store

- The Central Store maintains a \$778,500 inventory of supplies and materials to support all agencies and authorities. Central Stores processes over 7,000 requisitions annually and delivers these goods with 48 hours.
- The inventory is maintained in the County and Schools Procurement Systems (CASPS).
- Ordering, receiving, stocking, and issuing of this inventory is handled by Central Store staff.

Library Book Distribution

- Single largest distribution activity for the Central Warehouse.
- 800 bins of books per week are picked-up, sorted and delivered each week; this equates to over 12 million books per year.
- Three drivers and trucks spend 100 percent of each day in support of the Library Book Distribution program.
- Books purchased for new and renovated facilities are stored at the Central Warehouse and are delivered to the facility upon its completion.

Storage and Delivery of Voting Machines

- The Warehouse stores, delivers, and retrieves up to 800 voting machines for each election.
- 7,664 square feet of warehouse space is dedicated to voting machine storage.
- Voting machines delivery and retrieval creates a peak work load situation and requires 4 personnel and 2 trucks for approximately 6 weeks for each major election and 4 weeks for each smaller election. Contract labor and trucks are used to augment County staff during peak work load situations.

Distribution for School Age Child Care (SACC) Centers

- The Central Warehouse stores and distributes equipment, materials, and supplies for –
 - 125 school year SACC sites three times per year;
 - 23 winter SACC sites once per year; and
 - 25 summer SACC sites once per year.
- 7,000 square feet of warehouse space is dedicated to SACC equipment, material, and supply storage.

Distribution for the Human Services Recreation Warehouse

- The Central Warehouse distributes and picks up supplies and large equipment for 126 recreational sites.

Department of Purchasing and Supply Management

Storage of Consignment Stock

- The Central Warehouse stores materials for various County agencies that are purchased in bulk and for which the user agency does not have the necessary storage space. These materials include, but are not limited to:
 - Tax forms
 - Envelopes
 - Carpet tiles for replacement
 - Systems furniture components
 - General preprinted forms for a variety of agencies

Storage and Delivery of Department of Information Technology (DIT) Paper Inventory

- The Central Warehouse receives, stores, and delivers all bulk paper to meet the daily operational requirements of the DIT Data Center.
- 3,000 square feet of space is dedicated to this paper supply

Distribution for the Print Shop

- The Central Warehouse picks up completed materials from the County Print Shop and makes delivery to the appropriate County agencies outside of the Government Center.

Management of Excess and Surplus Property

- The Central Warehouse handles pick-up, temporary storage, redistribution and/or transfer, and the sale of excess and surplus property from all County agencies. This property includes:
 - Fleet vehicles
 - Police vehicles
 - Furniture
 - Police confiscated property
 - Computers and related equipment
 - General office equipment
- A contract auctioneer picks up the property and handles the advertisement, temporary storage, and sale of the goods. Auctions are monitored by County staff and generate approximately \$1.2 million in revenue each year.

► Method of Service Provision

The Central Warehouse is staffed by County employees supplemented by contract movers as needed for peak work loads. The management of excess and surplus property is performed by County employees and contract auctioneers.

Department of Purchasing and Supply Management

► Performance/Workload Related Data

| Title | FY 1998 Actual | FY 1999 Actual | FY 2000 Actual | FY 2001 Estimate ¹ | FY 2002 Estimate |
|---|-------------------|-------------------|-------------------|----------------------------------|---------------------|
| Central Store Requisitions Processed and Delivered | 7,596 | 7,407 | 7,623 | 7,391 | 7,400 |
| Freight Received (Pieces) | 59,530 | 47,869 | 48,163 | 52,407 | 50,000 |
| Library Books Redistributed | 8.5M | 9.85M | 10.5M | 12.18M | 13.50M |
| Redistribution: Number of Items and Cost Avoidance | 364 \$67,290 | 364 \$45,750 | 280 \$86,570 | 870 \$156,080 | 800 \$150,000 |
| Total Revenue from All Sales | \$1.54M | \$1.10M | \$1.19M | \$1.21M | \$1.25M |

¹FY 2001 data are actual.

► Mandate Information

This CAPS is Federally or State mandated. The percentage of this CAPS' resources utilized to satisfy the mandate is 26 - 50%. The specific Federal or State code and a brief description of the code follows:

- Virginia Public Procurement Act (Code of Virginia Sections 11.35 through 11.80)
- Code of Virginia 15.2-12.6 and 15.2-1719-1721.

A major task of the warehouse operation is the collection and disposal of surplus, confiscated and abandoned property. The Code requires that the sale of surplus property be on a competitive basis. It further requires advertising of abandoned bicycles and confiscated property in the hands of the Police, prior to disposal. This is to allow the rightful owner an opportunity to claim the property before disposal.